

Ithaca Hall

Entry Instructions



Corner Enoggera and Kennedy Terrace, Red Hill Qld 4059

NOTE: To gain access you require an access card provided to you by Community Qld. Your access card is set ONLY to the date and time of your booking. Your access card will not allow access earlier.

- Swipe the card over the black scanner, pull down the handle and push the door in.
- Light switches are to the left of the door. Lights can take up to 60 seconds to warm up, please do not switch on and off.
- Extra light switches are above the piano by foyer door.
- The kitchen is to the right – light switch inside the doorway on right hand side.
- Wheel chair access through foyer door which needs to be opened from the inside.
- Cleaning cupboard is inside the kitchen on the right.
- Rubbish bin provided in kitchen with spare plastic bags under the liner.
- Wheelchair friendly toilet out the back door on the right of the hall.
- The double door leads that to a foyer and must be opened for emergency evacuation.
- Electrical fuse box located in the foyer.

Emergency Information

- First aid and sharps kit are located in the cupboard beside the fridge.
- Emergency information box is located on the wall beside the kitchen door.
- Fire extinguishers are located next to the kitchen door and the foyer door.
- Emergency evacuation diagrams are next to every exit.
- Please make sure you have read and understood the Emergency Evacuation information on the Community website

Ithaca Hall bookings: bookings.communify.org.au

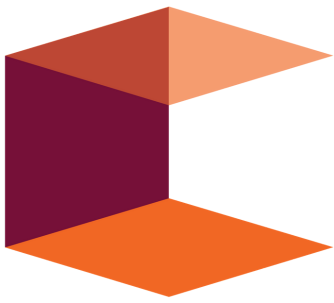
If you have a problem/emergency during your booking, contact the appropriate number below:

Emergency Services: 000

Alarm faults: 3390 8337

Urgent venue matters: 0401 304 099





Ithaca Hall

Exit Instructions



Please help us keep this community space clean and tidy for the next group.

- Dispose of all rubbish (kitchen and bathroom) in to the Brisbane City Council bin located besides the building.
- Pack and turn on the dishwasher.
- Wash, dry and put away any other utensils used.
- Return all chairs and tables used to their designated areas.
- Remove all food and drinks from the fridge (if applicable).
- Sweep and mop floors (if applicable).
- Wipe down whiteboard (if applicable).
- Take down all decorations (if applicable).
- Turn off all lights and fans.
- Return the sliding door keys to the key safe at the front entrance.
- Ensure all doors and windows are closed and locked.

Please email us (with photos) at communityspaces@communify.org.au if you arrive and the venue has not been left in acceptable manner. If you find that any cleaning products / tools are running low, please let us know.

Thank you for using a Communify venue, we hope to see you again!

Ithaca Hall bookings: bookings.communify.org.au

If you have a problem/emergency during your booking, contact the appropriate number below:

Emergency Services: 000

Alarm faults: 3390 8337

Urgent venue matters: 0401 304 099

